

**ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF COUNTY OPERATIONS  
OFFICE OF COMMUNITY SERVICES**

**WEATHERIZATION ASSISTANCE PROGRAM  
2007 STATE PLAN**

## **T A B L E   O F   C O N T E N T S**

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**A N N U A L   F I L E**

## **OVERVIEW**

### **A. Background**

Arkansas Department of Health and Human Services, Division of County Operations, Office of Community Services (DHHS) will administer the Low-Income Weatherization Assistance Program in compliance with Title IV, Energy Conservation and Production Act, as amended. DHHS will administer the weatherization program in compliance with the applicable law, including regulations contained in 10 CFR Part 440 (issued February 1, 2002), and other procedures applicable to this regulation as the United States Department of Energy may prescribe for the administration of financial assistance.

DHHS will monitor subgrantee performance in an effort to increase production of weatherized units. Quarterly production reports and leveraging reports will be submitted to DOE on time.

All units weatherized using funds from DOE will comply with all requirements for a completed unit and will be reported to DOE.

The primary purpose of the weatherization program is to conserve energy. The only health and safety measures installed with DOE funds will be "energy-related" health and safety measures. The state ensures that it will comply with the DOE "prudent use" policy for health and safety funds.

### **B. General Funding**

The federally appropriated DOE funds and the LIHEAP funds are included in the plan for DOE approval. The DOE allocation is \$2,202,800 and the HEAP allocation is \$400,000.

### **C. Adjusted Average**

The adjusted average of \$2,885 will be in use for program year 2007.

### **D. Funds for Administrative Purposes**

The state uses 5% for administration. The subgrantees receiving less than \$350,000 will be allowed to use 10% for administration.

### **E. Leveraged Resources**

The state does not use DOE funds to leverage. The state does not use DOE funds to administer leveraged resources.

### **F. Training and Technical Assistance**

The state will use the DOE T/TA funds to provide training and technical assistance to subgrantees and to monitor subgrantees.

## **G. Application Package**

The state will comply with E-Gov requirements as prescribed by DOE.

The Master file has been eliminated from the plan. The state, however, will keep relevant information on file.

The state does not use funds for Low-Cost/No-Cost. The state will use the MHEA and NEAT energy audits. These plans are kept on file but are not included in this plan.

The state will revise the budget to include carryover prior to June 30.

The source of labor is no longer required to be reported.

The Congressional Districts served by the various subgrantees are included in this plan. However, a breakdown of the percentage of funds going to the various districts is no longer required.

The production, as required by DOE, is included in this plan. There are no downsizing efforts this program year.

The potential energy savings is included in this plan.

The Training and Technical Assistance Plan and the Monitoring Plan are combined into one plan. A house may be reweatherized if it was previously weatherized prior to September 30, 1993.

The annual application includes both DOE and LIHEAP funds. The weatherization program is exempt from the Davis-Bacon Act (wage rate requirements).

Subgrantees do not use DOE funds for leveraging purposes. Electric base load measures are included in the NEAT/MHEA Audits.

A list of PAC members is included in this plan.

A transcript is included in this plan. The state requires subgrantees and contractors to maintain adequate liability insurance and pollution occurrence insurance.

## **H. Public Hearing**

The state conducts a public hearing in compliance with DOE requirements.

## **I. Training and Technical Assistance Plan**

The Training and Technical Assistance Plan is combined with the Monitoring Plan.

**J. Client Education**

The state provides client information and material at the time of weatherization.

**K. Program Evaluation**

DOE published a national evaluation of weatherization in 1993. DOE has initiated a new evaluation of the program.

**L. Grantee Program Oversight**

The state will monitor each subgrantee at least one time annually and monitor at least 5% of the units and files. In most instances, the state will monitor twice annually and monitor 10% of the files and units.

**M. Energy Audit Criteria**

The state will use the MHEA and the NEAT energy audits.

**N. Health and Safety**

The Health and Safety Plan is included in the Master File and is not included in this Annual File. The plan has been amended to include DOE requirements regarding mold and mildew.

**O. Vehicle Purchases**

The state will allow vehicle purchases with an acquisition price of \$5,000 or more to be spread over the entire life of the vehicle and the number of homes served during that period.

**P. Policy Advisory Council**

The state will maintain the Policy Advisory Council instead of using a State Council.

**Q. Reporting Requirements**

The state will comply with the financial and program reporting requirements of DOE.

**R. Reporting DOE Completed Units**

The state will report all units to DOE that contain DOE funds. All units weatherized with DOE funds will comply with the DOE definition of a completed unit.

**S. Financial Audits**

Subgrantees may budget financial audit cost as a separate budget category.

**T. Newly Legalized Aliens**

The Immigration and Nationality Act made certain aliens legalized under the Immigration and Control Act of 1986 temporarily ineligible for weatherization assistance. The provisions of this law have expired. The

only potential implications are those cases that were open while this law was in effect. Local agencies that are charitable and nonprofit are exempt from implementing new status verification requirements for nonqualified aliens. However, local government agencies must conduct status verification when serving nonqualified aliens.

**U. Multi-Family Eligibility**

A multifamily building may be weatherized if two-thirds of the units are eligible. Certain multifamily buildings with significant energy efficiency improvements or leverage resources require only one-half of the units to be eligible. A building containing two or four units may be weatherized if one-half of the units are eligible. A nonqualified alien could be the recipient of weatherization services as part of the two-thirds or one-half rule.

**V. Recovered Materials**

Each subgrantee has a policy and procedure for using insulation composed of the highest percentage of recovered materials practical.

**W. Rental Requirements**

There are no changes in rental procedures.

**X. Energy Crisis Relief**

The state has reserved \$10,000 from HEAP weatherization funds to address energy crisis relief. The procedures are contained in the Master Plan.

**Y. Income Eligibility**

The state will use 125 percent of poverty as the income eligibility level.

**Z. Fuel Switching**

DOE does not permit the general practice of fuel switching when replacing furnace and appliances.

G R A N T   A P P L I C A T I O N  
S T A N D A R D   F O R M   4 2 4

**APPLICATION FOR  
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application  <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Pre-application  <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED 10/02/06	Applicant Identifier  DCO 12130669	
			3. DATE RECEIVED BY STATE 10/02/06	State Application Identifier	
			4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier DEFG44-02R410841	
5. APPLICANT INFORMATION					
Legal Name:  Arkansas State of			Organizational Unit: Office of Community Services Department: Health and Human Services		
Organizational DUNS: 024720901			Division: County Operations		
Address: P.O. Box 1437/Slot S330			Name and telephone number of person to be contacted on matters involving this application (give area code)		
Street: 700 Main Street			Prefix: Mr.	First Name: Thomas	
City: Little Rock			Middle Name: E.		
County: Pulaski			Last Name: Green		
State: Arkansas		Zip Code: 72203	Suffix:		
Country: United States			Email: thomas.green@arkansas.gov		
6. EMPLOYER IDENTIFICATION NUMBER (EIN):  71-0422536			Phone Number (give area code) (501) 682-8715		Fax Number (give area code) (501) 682-6736
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)  Other ( specify)			7. TYPE OF APPLICANT: (See back of form for Application Types) A  Other (specify)		
10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  81-042 TITLE (Name of Program): Title IV, Part A, P.L. 94-385			9. NAME OF FEDERAL AGENCY: U. S. DEPARTMENT OF ENERGY		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc): State of Arkansas			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  Weatherization Assistance Program - The program provides energy conservation for the homes of low-income elderly and disabled.		
13. PROPOSED PROJECT			14. CONGRESSIONAL DISTRICTS OF:		
Start Date: 04/01/07		Ending Date: 03/31/08	a. Applicant Second		b. Project 01 through 04
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$2,202,800		a. Yes <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 10/02/06 b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
b. Applicant	\$				
c. State	\$				
d. Local	\$				
e. Other (HEAP)	\$400,000		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. X No		
f. Program Income	\$				
g. TOTAL	\$2,602,800				
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Authorized Representative					
Prefix Ms.	First Name Joni		Middle Name		
Last Name Joni			Suffix		
b. Title Director			c. Telephone Number (give area code) (501) 682-8377		
d. Signature of Authorized Representative			e. Date Signed		

STATE CLEARINGHOUSE APPLICATION SUPPLEMENT
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1. IF THIS IS A "NOTIFICATION OF INTENT" TO APPLY OR A PREAPPLICATION, PLEASE CHECK THIS BOX ☐ AND INDICATE GRANT I.D. ASSIGNED.

GRANT I.D. \_\_\_\_\_X(8)

2. IF THIS IS AN ACTUAL GRANT APPLICATION, PLEASE CHECK THIS BOX ☒, AND INDICATE GRANT I.D. ASSIGNED. Grant I. D. DCO-12220566X(8)

\*NOTE: IF A NOTIFICATION OF INTENT OR PREAPPLICATION HAS BEEN PREVIOUSLY SUBMITTED, USE THAT I.D. TO COMPLETE ITEM 2 AND INDICATE SAI# THAT WAS ASSIGNED TO THE NOI OR PREAPP. SAI# \_\_\_\_\_X(8)

3. IF THIS IS AN APPLICATION FOR SUPPLEMENTAL FUNDS OR IS A REVISION, PLEASE INDICATE ORIGINAL GRANT I.D. AND SAI# TO WHICH IT APPLIES.

GRANT I.D. \_\_\_\_\_X(8) SAI# \_\_\_\_\_X(8)

4. GRANT YEAR 2007 XX

5. GRANT START DATE 04 / 01 / 07 GRANT END DATE 03 / 31 / 08 (mo/day/yr)

6. APPLICANT (AGENCY) CODE 710H X(7) (see Applicant Code List)

7. GRANTOR CODE DOE X(5) (see Grantor Code List)

8. ORGANIZATION UNIT \_\_\_\_\_ Department of Energy

9. FUNDING PERCENTAGE REQUIREMENTS:

FEDERAL 100 % STATE \_\_\_\_\_ % OTHER \_\_\_\_\_ %

10. TYPE OF ASSISTANCE (A THROUGH P) \_\_\_\_\_ (see instructions on back)

11. METHOD OF FUNDING 3

1. ADVANCE BY TREASURY CHECK 2. REIMBURSEMENT BY TREASURY CHECK  
3. ADVANCE BY LETTER OF CREDIT 4. REIMBURSEMENT BY LETTER OF CREDIT

12. FEDERAL FUNDS FOR THIS GRANT WILL BE RECEIVED DIRECTLY FROM (CHECK ONE)

☒ A FEDERAL AGENCY ☐ ANOTHER STATE AGENCY ☐ OTHER SOURCE

\*\*If a source is OTHER please specify \_\_\_\_\_

13. DO YOU HAVE AN INDIRECT COST RATE? YES ☒ NO

14. IF YES, IS THE RATE BEING APPLIED TO THIS PROJECT? ☐ YES ☐ NO

15.	A. DIRECT COST BASE	B. INDIRECT COST RATE	C. INDIRECT COSTS CLAIMED*
	\$	%	\$
D. EXPLANATION*			

GRANT COORDINATOR \_\_\_\_\_

Signature

AGENCY \_\_\_\_\_ Office of Community Services  
DATE \_\_\_\_\_

**SUPPLEMENTARY GRANT INFORMATION**

**APPLICANT:** Office of Community Services  
Post Office Box 1437/S330  
Little Rock, Arkansas 72203-1437

**PROJECT DURATION:**  
04/01/07 - 03/31/08

**Name of Funding Agency:** Department of Energy

**Part I: Project Description:** Briefly describe the purpose of the grant, the work to be done and the projected accomplishments:

The Weatherization Assistance Program for Low-Income Persons will weatherize 704 units for the low-income families.

**Part II: Budgetary Information:**

	<u>Applicant</u>	<u>Federal</u>	<u>State Local Other (Specify)</u>	<u>Total</u>
Personal Services	\$ _____	\$ 286,216	\$ _____	\$ 286,216
Supplies and Materials	_____	20,196	_____	20,196
Travel	_____	30,400	_____	30,400
Capital Outlay	_____	-0-	_____	-0-
Consultants Services	_____	_____	_____	_____
Other	_____	2,265,988	_____	2,265,988
Total	_____	_____	_____	_____
Indirect Cost (___%)	_____	_____	_____	_____
Total Support	\$ _____	\$ 2,602,800	\$ _____	\$ 2,602,800

Indicate Other Services: \_\_\_\_\_

Indicate "In-Kind" support by an (\*) next to amount.

If the project is for more than one year, you should submit a separate budget for each applicable year.

0001N.18

**B U D G E T**

## Budget Information – Non Construction

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1. DOE	81.042			\$2,202,800		\$2,202,800
2.						
3.						
4.						
5. <b>Totals</b>				\$2,202,800		\$2,202,800
Section B – Budget Categories						
Grant Program, Function or Activity						Total (5)
6. Object Class Categories		(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel		\$ 57,500		\$ 114,355		\$171,855
b. Fringe Benefits		14,470		27,001		41,471
c. Travel		8,400		22,000		30,400
d. Equipment		2,446		-0-		2,446
e. Supplies		4,200		7,750		11,950
f. Contractual		-0-	220,280	-0-		1,687,788
g. Construction		-0-		-0-		-0-
h. Other		2,000		3,300		5,800
i. Total Direct Charges (sum of 6a-6h)		89,016	220,280	174,406		2,149,410
j. Indirect Charges		21,124		32,266		53,390
k. <b>Totals</b> (sum of 6i and 6j)		\$110,140	220,280	206,672		2,202,800
7. Program Income						

## Budget Information – Non Construction Programs

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. <b>Totals</b>						
Section B – Budget Categories						
Grant Program, Function or Activity						Total (5)
6. Object Class Categories	(1) Program Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance		
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual	1,503,708	100,000		32,000	1,635,708	
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)	1,503,708	100,000		32,000	1,635,708	
j. Indirect Charges						
k. <b>Totals</b> (sum of 6i and 6j)	1,503,708	100,000		32,000	1,635,708	

7. Program Income					
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SF-424A (Rev. 7-97)

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## Budget Information – Non Construction Programs

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. <b>Totals</b>						
Section B – Budget Categories						
Grant Program, Function or Activity						Total
6. Object Class Categories		(1) Leveraging	(2) Financial Audits	(3)	(4)	(5)
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		0	30,000			30,000
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)		0	30,000			30,000
j. Indirect Charges						
k. <b>Totals</b> (sum of 6i and 6j)		0	30,000			30,000
7. Program Income						



2007 DOE  
ALLOCATION

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	19	\$ 53,161	\$ 7,030	\$ 60,191
CADC	107	307,364	41,636	349,000
CAPCA	27	78,513	10,383	88,896
CRDC	70	202,880	25,839	228,719
C-SCDC	24	69,550	9,198	78,748
CSO	13	36,126	4,777	40,903
MCAEOC	12	35,422	4,685	40,107
M-DCS	27	76,702	10,144	86,846
NADC	30	86,206	11,400	97,606
OHC	47	135,783	17,957	153,740
OOI	37	105,794	13,991	119,785
PB-JCEOC	36	104,471	13,816	118,287
SEACAC	31	89,752	11,869	101,621
SWADC	42	121,574	16,077	137,651
UHDC	56	162,410	21,478	183,888
TOTAL	578	\$1,665,708	\$220,280	\$1,885,988

\*This formula incorporates \$2,885 maximum average.

2007 HEAP  
ALLOCATIONS

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	4	\$ 11,489	\$ 638	\$ 12,127
CADC	26	74,781	4,525	79,306
CAPCA	6	16,969	943	17,912
CRDC	12	35,494	1,602	37,096
C-SCDC	5	15,031	835	15,866
CSO	3	7,808	434	8,242
MCAEOC	3	7,656	425	8,081
M-DCS	6	16,577	921	17,498
NADC	7	18,631	1,035	19,666
OHC	10	29,346	1,630	30,976
OOI	8	22,865	1,270	24,135
PB-JCEOC	8	22,579	1,254	23,833
SEACAC	7	19,398	1,078	20,476
SWADC	9	26,275	1,460	27,735
UHDC	12	35,101	1,950	37,051
TOTAL	126	\$360,000	\$ 20,000	\$ 380,000

\*This formula incorporates \$2,885 maximum average.

Energy Crisis Relief \$10,000  
Pollution Occurrence Insurance \$42,000  
Leveraging \$63,000  
State Administration \$67,188  
Client Education \$30,000

# ALLOCATION FORMULA

AGENCY	HDD+CDD	PERCENT HDD+CDD	POVERTY%	AVERAGE HDD+CDD AND POVERTY
BRAD	16168	4.2122	2.1709	3.1915
CADC	59459	15.4906	22.3127	18.9016
CAPCA	15365	4.003	5.4241	4.7135
CRDC	41971	10.9345	12.5268	11.7306
CSCDC	10699	2.7873	5.5636	4.1754
CSO	4934	1.2849	3.0514	2.1688
MCAEOC	5368	1.3997	2.854	2.1266
MDCS	20438	5.3246	3.885	4.6048
NADC	27098	7.0597	3.291	5.1753
OHC	21753	5.6672	10.6363	8.1517
OOI	32274	8.4082	4.2944	6.3513
PBJCEOC	24872	6.4798	6.064	6.2719
SEACAC	23727	6.1815	4.5949	5.3882
SWADC	33904	8.8329	5.7643	7.2986
UHDC	45807	11.9339	7.5666	9.7502
TOTAL	383837	100	100	100

**U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE**

**BUDGET EXPLANATION FOR FORMULA GRANTS**

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

- 1. PERSONNEL** – Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.

- a. Identify, by title, each position to be supported under the proposed award.

Weatherization Program Administrator  
Weatherization Training Coordinator  
Grants Coordinator

- b. Briefly specify the duties of professionals to be compensated under this project.

Weatherization Program Administrator supervisors staff, develops annual grant, develops grant guidance, provides technical assistance to subgrantees, reviews subgrantee contracts.

Weatherization Training Coordinator develops training packages, provides hands-on training, develops training plan, reviews subgrantees for compliance with policies/procedures.

Grants Coordinator monitors performance of weatherization subgrantees.

**2. FRINGE BENEFITS** –

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.  
No
- b. If above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

<u>Position/Person</u>	<u>Time</u>	<u>X</u>	<u>Rate</u>	<u>=</u>	<u>Total</u>
Weatherization Program Administrator	100%		\$57,500		\$57,500
Weatherization Training Coordinator	100%		\$49,330		\$49,330

Grants Coordinator	100%	\$31,391	\$31,391
Grants Coordinator	100%	\$33,634	\$33,634
		WX. Program Administrator	WX. Training Coordinator (2) Grants Coordinator
FICA Match	7.650%	\$ 4,399	\$ 3,774 \$ 4,974
Retirement	10.000%	5,750	-0- 6,503
Unemployment	.089%	51	44 58
Tax			
Workers Comp	2.000%	1,150	987 1,301
Insurance	\$260 per employee x 12 months	<u>3,120</u>	<u>3,120</u> <u>6,240</u>
TOTAL		\$14,470	\$ 7,925 \$19,076 = \$41,471

**3. TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

- a. Indicate the purpose(s) of proposed travel.
  - (1) One trip to the National Weatherization Conference for five people.
  - (2) Two trips to the Regional Lab for two people.
  - (3) At least one trip to each of 15 subgrantees for the purpose of monitoring and providing technical assistance.
  - (4) One trip to a National Conference for one person.
- b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).
  - (1) Admin. - \$ 7,000 - National Weatherization Conference
  - (2) T/TA - \$ 6,000 - Regional Lab
  - (3) T/TA - \$16,000 - In-State Travel
  - (4) Admin. - \$ 1,400 - NASCSP Conference

**4. EQUIPMENT** - as defined in 10 CFR 600.202. Definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
 

Prior purchases \$1,223 x 2 = \$2,446
- b. Briefly justify the need for items of equipment to be purchased.
 

Weatherization staff needs new computers.

5. **MATERIALS AND SUPPLIES** - as defined in 10 CFR 600.202. Definitions at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Prior purchases of similar or like items.

- b. Briefly justify the need for items of material to be purchased.

T & TA - \$7,750 for office purchases for stationary and other office supplies

Admin - \$4,200 for office purchases for stationary and other office supplies

6. **CONTRACTS AND SUBGRANTS** - All other participant costs including subcontractor, sub-grants, and consultants.

Provide the information below for new proposed sub recipients and subcontractors. For ongoing subcontractors and sub recipients, if this information is provided elsewhere in the application, it does not have to be restated here, but please indicate the document and page numbers where it can be found.

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantee Listing	\$1,885,988	Install Energy Conservation measures Allocation formula

\* For example—Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - Include all direct costs not included in above categories.

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Admin - Costs are for telephone service charge, credit card purchases and subscriptions, publications and books and for audit costs - \$2,000.

T/TA - Costs are for freight expenses, printing, advertisements, equipment maintenance, rent of copier, office space rent, telephone, credit card purchases, and subscriptions - \$3,300.

- b. Briefly justify the need for items to be purchased.  
These expenses are based on prior year experience.

8. **INDIRECT COSTS** -

- a. Are the indirect cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.

Yes, 7/1/95 Health and Human Services  
Contact: Terry Hill, phone (214) 767-3263

Community Services Administration  
450-03-01-00-G1

Code	Program	Quarter Ending 12/31/06	Quarter Ending 09/30/06	Quarter Ending 06/30/06	Quarter Ending 03/31/06
FK	Lead Based Paint				
F5	HEAP	36.36	36.37	33.36	33.34
F8	Weatherization	36.37	36.36	27.27	33.33
F9	CSBG	27.27	27.27	36.37	33.33
	TOTAL	100	100	100	100

- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

S U B G R A N T E E S

DOE F 540.5  
(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_  
Expires \_\_\_\_\_

**Grant #:** 841      **Amendment:** \_\_\_\_\_      **State:** AR      **Program Year:** 2007

Name: Black River Area Development Corporation      Phone: (870) 892-5219  
Address 1: 1403 Hospital Drive      \*Contact: Jim Jansen, Executive Director  
Address 2: \_\_\_\_\_      \*Fax: (870) 892-0707  
City: Pocahontas      State: AR      Zip Code: 72455  
\*Email: [jjansen@bradcorp.org](mailto:jjansen@bradcorp.org)

Tentative allocation:	\$60,191
Planned units:	20
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served:
Clay
Lawrence
Randolph

Congressional Districts:
1

\* These fields are optional.

Name: Central Arkansas Development Council      Phone: (501) 315-1121  
Address 1: 722 Gaunt Street      \*Contact: Larry Cogburn, Executive Director  
Address 2: P.O. 580      \*Fax: (501) 778-9120  
City: Benton      State: AR      Zip Code: 72018  
\*Email: [lcogburn@cadc.cc](mailto:lcogburn@cadc.cc)

Tentative allocation:	\$349,000
Planned units:	122
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served: Calhoun, Clark,
Columbia, Dallas, Hot Spring, Lonoke,
Montgomery, Ouachita, Pike, Pulaski,
Saline, Union

Congressional Districts:
1, 2, 4,

\* These fields are optional.

Name: Community Action Program for Central Arkansas, Inc.      Phone: (501) 329-3891  
Address 1: 707 Robins Street, Suite 118      \*Contact: Phyliss Fry, Executive Director  
Address 2: \_\_\_\_\_      \*Fax: (501) 329-8642  
City: Conway      State: AR      Zip Code: 72034  
\*Email: [phyliss@capcainc.org](mailto:phyliss@capcainc.org)

Tentative allocation:	\$88,896
Planned units:	29
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Cleburne
Faulkner
White

Congressional Districts:
1 2,

\* These fields are optional.

DOE F 540.5

(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_

Expires \_\_\_\_\_

**Grant #:** 841    **Amendment:** \_\_\_\_\_    **State:** AR    **Program Year:** 2007

Name: Crowley's Ridge Development Council    Phone: (870) 802-7100

Address 1: 2801 Fox Meadow Lane    \*Contact: Charles Cunningham, Int. Exec. Dir

Address 2: P.O. 1497    \*Fax: (870) 935-0291

City: Jonesboro    State: AR    Zip Code: 72403

\*Email: [ccunningham@crdcnea.com](mailto:ccunningham@crdcnea.com)

Tentative allocation:	\$228,719
Planned units:	72
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Craighead, Crittenden
Cross, Greene
Jackson, Poinsett
St. Francis, Woodruff

Congressional Districts:
1

\* These fields are optional.

Name: Crawford-Sebastian Community Development Council, Inc.    Phone: (479) 785-2303

Address 1: 4831 Armour Street    \*Contact: Weldon Ramey, Executive Director

Address 2: P.O. 4069    \*Fax: (479) 785-2341

City: Fort Smith    State: AR    Zip Code: 72914

\*Email: [wramey@cscdcaa.org](mailto:wramey@cscdcaa.org)

Tentative allocation:	\$78,748
Planned units:	26
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: ,
Crawford
Sebastian

Congressional Districts:
3,

\* These fields are optional.

Name: Community Services Office, Inc.    Phone: (501) 624-5724

Address 1: 600 West Grand    \*Contact: Leon Massey, Executive Director

Address 2: P.O. Box 1175    \*Fax: (501) 624-1645

City: Hot Springs    State: AR    Zip Code: 71902

\*Email: [lemass@csohs.org](mailto:lemass@csohs.org)

Tentative allocation:	\$40,903
Planned units:	13
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Garland

Congressional Districts:
4

\* These fields are optional.

DOE F 540.5  
(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_  
Expires \_\_\_\_\_

**Grant #:** 841    **Amendment:** \_\_\_\_\_    **State:** AR    **Program Year:** 2007

Name: Mississippi County, Arkansas Economic Opportunity Commission, Inc. Phone: (870) 776-1054

Address 1: 1400 North Division    \*Contact: Samuel Scruggs, Executive Director

Address 2: P.O. Box Drawer 1289    \*Fax: (870) 776-1875

City: Blytheville    State: AR    Zip Code: 72316

\*Email: [sam.scruggs@sbcglobal.net](mailto:sam.scruggs@sbcglobal.net)

Tentative allocation:	\$40,107
Planned units:	13
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served:
Mississippi

Congressional Districts:
1

\* These fields are optional.

Name: Mid-Delta Community Services, Inc.    Phone: (870) 338-6406

Address 1: 610 Biscoe Street    \*Contact: Margaret Staub, Executive Director

Address 2: P.O. Drawer 745    \*Fax: (870) 338-6406

City: Helena    State: AR    Zip Code: 72342

\*Email: [mmstaub@cox-internet.com](mailto:mmstaub@cox-internet.com)

Tentative allocation:	\$86,846
Planned units:	28
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served:
Lee
Monroe
Phillips
Prairie

Congressional Districts:
1

\* These fields are optional.

Name: Northcentral Arkansas Development Council, Inc.    Phone: (870) 793-5765

Address 1: 550 9<sup>th</sup> Street    \*Contact: Larry Goodwin, Executive Director

Address 2: P.O. Box 3349    \*Fax: (870) 793-2167

City: Batesville    State: AR    Zip Code: 72503

\*Email: [nadc\\_larry@yahoo.com](mailto:nadc_larry@yahoo.com) (underscore between nadc and larry)

Tentative allocation:	\$97,606
Planned units:	32
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served: Fulton
Independence
Izard
Sharp
Stone

Congressional Districts:
1

\* These fields are optional.

DOE F 540.5  
(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_  
Expires \_\_\_\_\_

**Grant #:** 841      **Amendment:** \_\_\_\_\_      **State:** AR      **Program Year:** 2007

Name: Office of Human Concern, Inc      Phone: (479) 636-7301  
Address 1: 506 East Spruce Street      \*Contact: Al West, Executive Director  
Address 2: P.O. Box 778      \*Fax: (479) 636-7312  
City: Rogers      State: AR      Zip Code: 72757  
\*Email: [alwest@ohc.org](mailto:alwest@ohc.org)

Tentative allocation:	\$153,740
Planned units:	50
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served: Benton
Carroll
Madison
Washington

Congressional Districts:
3

\* These fields are optional.

Name: Ozark Opportunities, Inc.      Phone: (870) 741-9406  
Address 1: 701 East Prospect 72601      \*Contact: Roger Ratchford, Executive Director  
Address 2: P.O. 1400      \*Fax: (870) 741-0924  
City: Harrison      State: AR      Zip Code: 72602  
\*Email: [ooi@alltel.net](mailto:ooi@alltel.net)

Tentative allocation:	\$119,785
Planned units:	39
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Baxter, Boone
Marion, Newton
Searcy, Van Buren

Congressional Districts:
1, 2, 3

\* These fields are optional.

Name: Pine Bluff-Jefferson County Economic Opportunities Commission, Inc.      Phone: (870) 536-0046  
Address 1: 817 Cherry Street      \*Contact: Betty Smith, Executive Director  
Address 2: P.O. Box 7228      \*Fax: (870) 535-7558  
City: Pine Bluff      State: AR      Zip Code: 71611  
\*Email: [pbjceoc@sbcglobal.net](mailto:pbjceoc@sbcglobal.net)

Tentative allocation:	\$118,287
Planned units:	38
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Arkansas
Cleveland
Jefferson
Lincoln
Grant

Congressional Districts:
1, 4

\* These fields are optional.

DOE F 540.5  
(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_  
Expires \_\_\_\_\_

**Grant #:** 841      **Amendment:** \_\_\_\_\_      **State:** AR      **Program Year:** 2007

Name: Southeast Arkansas Community Action Corporation Phone: (870) 226-2668  
Address 1: 1208 Myrtle      \*Contact: Larry Henderson, Executive Director  
Address 2: P.O. Box 312      \*Fax: (870) 226-5637  
City: Warren      State: AR      Zip Code: 71671  
\*Email: [larryhenderson@seacac.com](mailto:larryhenderson@seacac.com)

Tentative allocation:	\$101,621
Planned units:	33
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served: Ashley
Bradley
Chicot
Desha
Drew

Congressional Districts:
4

\* These fields are optional.

Name: Southwest Arkansas Development Council, Inc.      Phone: (870) 773-5504  
Address 1: 3902 Sanderson Lane      \*Contact: Tom Lockard, Executive Director  
Address 2: \_\_\_\_\_      \*Fax: (870) 772-2974  
City: Texarkana      State: AR      Zip Code: 71854  
\*Email: [cirby@cableone.net](mailto:cirby@cableone.net)

Tentative allocation:	\$137,651
Planned units:	45
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Hempstead, Howard
Lafayette, Little Rock
Miller, Nevada
Sevier

Congressional Districts:
4

\* These fields are optional.

Name: Universal Housing Development Corporation      Phone: (479) 968-5001  
Address 1: 301 East Third Street      \*Contact: Pat Atkinson, Executive Director  
Address 2: P.O. Box 846      \*Fax: (479) 968-5002  
City: Russellville      State: AR      Zip Code: 72801  
\*Email: [pat@uhdc.net](mailto:pat@uhdc.net)

Tentative allocation:	\$183,888
Planned units:	60
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Conway, Franklin
Johnson, Logan
Perry, Polk
Pope, Scott
Yell

Congressional Districts:
2, 3

\* These fields are optional.

OFFICE OF COMMUNITY SERVICES

ARKANSAS WEATHERIZATION SUBGRANTEES

		<u>County</u>
BRAD	Mr. Jim Jansen, Executive Director Black River Area Development Corp. 1403 Hospital Drive Pocahontas, Arkansas 72455 Telephone: (870) 892-5219 FAX: (870) 892-0707 E-mail: <a href="mailto:jjansen@bradcorp.org">jjansen@bradcorp.org</a>	Clay Lawrence Randolph
	Mr. Steve Whittaker, Weatherization Director (870) 892-5219 Ext. 246 <a href="mailto:swhittaker@bradcorp.org">swhittaker@bradcorp.org</a>	
CADC	Mr. Larry Cogburn, Executive Director Central Arkansas Development Council 722 Gaunt Street Post Office Box 580 Benton, Arkansas 72018 Telephone: (501) 315-1121 FAX: (501) 778-9120 E-mail: <a href="mailto:lcogburn@cadcc.cc">lcogburn@cadcc.cc</a> Also E-mail: <a href="mailto:lblair@cadcc.cc">lblair@cadcc.cc</a>	Calhoun Clark Columbia Dallas Hot Spring Lonoke Montgomery Ouachita Pike Pulaski Saline Union
	Ms. Beverly Palmer, Weatherization Coordinator E-mail: <a href="mailto:bpalmer@cadcc.cc">bpalmer@cadcc.cc</a>	
CAPCA	Ms. Phyliss Fry, Executive Director Community Action Program for Central Arkansas, Inc. 707 Robins Street, Suite 118 Conway, Arkansas 72034 Telephone: (501) 329-3891 Ext. 127 for Phyliss FAX: (501) 329-8642 E-mail: <a href="mailto:phyliss@capcainc.org">phyliss@capcainc.org</a>	Cleburne Faulkner White
	Ms. Freda Paul, Weatherization Director Telephone: (501) 329-3891 Ext. 135 E-mail: <a href="mailto:freda@capcainc.org">freda@capcainc.org</a>	

Weatherization Subgrantees' List

Page Two

CRDC	Mr. Charles Cunningham, Int. Executive Dir. Crowley's Ridge Development Council 2801 Fox Meadow Lane Post Office Box 1497 Jonesboro, Arkansas 72403-1497 Telephone: (870) 802-7100 FAX: (870) 935-0291 E-mail: <a href="mailto:ccunningham@crdcnea.com">ccunningham@crdcnea.com</a>	Craighead Crittenden Cross Greene Jackson Poinsett St. Francis Woodruff
	Mr. Kenny Gunn, Weatherization Director Telephone: (870) 935-9071 Ext. 10 FAX: (870) 268-1134 E-mail: <a href="mailto:kennygunn@crdcnea.com">kennygunn@crdcnea.com</a>	
C-SCDC	Mr. Weldon Ramey, Executive Director Crawford-Sebastian Community Development Council, Inc. 4831 Armour Street Post Office Box 4069 Fort Smith, Arkansas 72914 Telephone: (479) 785-2303 FAX: (479) 785-2341 E-mail: <a href="mailto:wramey@cscdcca.org">wramey@cscdcca.org</a>	Crawford Sebastian
	Mr. Mark Whitmer, Weatherization Director Telephone: (479) 785-2303 Ext. 111 E-Mail: <a href="mailto:mwhitmer@cscdcca.org">mwhitmer@cscdcca.org</a>	
CSO	Mr. Leon Massey, Executive Director Community Services Office, Inc. 600 West Grand Post Office Box 1175 Hot Springs, Arkansas 71902 Telephone: (501) 624-5724 FAX: (501) 624-1645 E-mail: <a href="mailto:lemass@csohs.org">lemass@csohs.org</a> Mr. John Bates, Weatherization Director	Garland
MCAEOC	Mr. Sam Scruggs, Executive Director Mississippi County, Arkansas Economic Opportunity Commission, Inc. 1400 North Division Post Office Drawer 1289 Blytheville, Arkansas 72316-1289 Telephone: (870) 776-1054 FAX: (870) 776-1875 or 776-1567 E-mail: <a href="mailto:Sam.Scruggs@sbcglobal.net">Sam.Scruggs@sbcglobal.net</a>	Mississippi
	Jim Gatchel, Weatherization Director <a href="mailto:Jim2wx@yahoo.com">Jim2wx@yahoo.com</a>	



Weatherization Subgrantees' List  
Page Three

M-DCS	Ms. Margaret Staub, Executive Director Mid-Delta Community Services, Inc. Post Office Box 745 Helena, Arkansas 72342 Telephone: (870) 338-6406 FAX: (870) 338-3629 E-mail: <a href="mailto:mmstaub@cox-internet.com">mmstaub@cox-internet.com</a>	Lee Monroe Phillips Prairie
	Ms. Sue Gatchel, Weatherization Director 53 South Poplar Marianna, Arkansas 72360 Telephone: (870) 295-3697 FAX: (870) 295-2036 <a href="mailto:sue.gatchel@sbcglobal.net">sue.gatchel@sbcglobal.net</a>	
NADC	Mr. Larry Goodwin, Executive Director Northcentral Arkansas Development Council, Inc. 550 9th Street Post Office Box 3349 Batesville, Arkansas 72503 Telephone: (870) 793-5765 FAX: (870) 793-2167 E-mail: <a href="mailto:nadc_larry@yahoo.com">nadc_larry@yahoo.com</a>	Fulton Independence Izard Sharp Stone
	Mr. Billy Carlton, Weatherization Director	
OHC	Mr. Al West, Executive Director Office of Human Concern, Inc. 506 East Spruce Street Post Office Box 778 (mail address only) Rogers, Arkansas 72757 Telephone: (479) 636-7301 FAX: (479) 636-7312 E-mail: <a href="mailto:alwest@eohc.org">alwest@eohc.org</a>	Benton Carroll Madison Washington
	Jerrie Dutton, Weatherization Director E-mail: <a href="mailto:jdutton@eohc.org">jdutton@eohc.org</a>	
OOI	Mr. Roger Ratchford, Executive Director Ozark Opportunities, Inc. 701 East Prospect 72601 Post Office Box 1400 Harrison, Arkansas 72602 Telephone: (870) 741-9406 FAX: (870) 741-0924 E-mail: <a href="mailto:ooi@alltel.net">ooi@alltel.net</a>	Baxter Boone Marion Newton Searcy Van Buren
	Mr. Darwin Arnold, Weatherization Director Telephone: (870) 741-2544	

FAX: (870) 741-2090

Weatherization Subgrantees' List  
Page Four

PB-JCEOC	Ms. Betty Smith, Executive Director Pine Bluff-Jefferson County Economic Opportunities Commission, Inc. Post Office Box 7228 (Mail Address Only) 817 Cherry Street Pine Bluff, Arkansas 71611 Telephone: (870) 536-0046 FAX: (870) 535-7558 E-mail: <a href="mailto:pbjceoc@sbcglobal.net">pbjceoc@sbcglobal.net</a>	Arkansas Cleveland Jefferson Lincoln Grant
	Ms. Brenet Smith, Weatherization Director Telephone: (870) 535-6699	
SEACAC	Mr. Larry Henderson, Executive Director Southeast Arkansas Community Action Corporation 1208 Myrtle Post Office Box 312 Warren, Arkansas 71671 Telephone: (870) 226-2668 FAX: (870) 226-5637 E-mail: <a href="mailto:larry.henderson@seacac.com">larry.henderson@seacac.com</a> Ms. Betty Forrest, Weatherization Director E-mail: <a href="mailto:betty.forrest@seacac.com">betty.forrest@seacac.com</a>	Ashley Bradley Chicot Desha Drew
SWADC	Mr. Tom Lockard, Executive Director Southwest Arkansas Development Council, Inc. 3902 Sanderson Lane Texarkana, Arkansas 71854 Telephone: (870) 773-5504 FAX: (870) 772-2974 E-mail: <a href="mailto:cirby@cablone.net">cirby@cablone.net</a>	Hempstead Howard Lafayette Little River Miller Nevada Sevier
	Mr. Taft Wilson, Weatherization Director Telephone: (870) 772-5758 E-Mail: <a href="mailto:taftwilson@cablone.net">taftwilson@cablone.net</a>	
UHDC	Ms. Patricia Atkinson, Executive Director Universal Housing Development Corporation 301 East Third Street Post Office Box 846 Russellville, Arkansas 72801 Telephone: (479) 968-5001 FAX: (479) 968-5002 E-mail: <a href="mailto:pat@uhdc.net">pat@uhdc.net</a>	Conway Franklin Johnson Logan Perry Polk Pope Scott Yell
	Mr. Loyd Collins, Weatherization Director	

E-mail: [loyd@uhdc.net](mailto:loyd@uhdc.net)

CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
<p>BLACK RIVER AREA DEVELOPMENT CORPORATION (BRAD)  1403 HOSPITAL DRIVE  POCAHONTAS, ARKANSAS 72455  JIM JANSEN, EXECUTIVE DIRECTOR  (870) 892-5219</p>	<p>CLAY  LAWRENCE  RANDOLPH</p>
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC)  722 GAUNT STREET  POST OFFICE BOX 580  BENTON, ARKANSAS 72018  LARRY COGBURN, EXECUTIVE DIRECTOR  (501) 315-1121</p>	<p>LONOKE</p>
<p>COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA)  707 ROBINS STREET, SUITE 118  CONWAY, ARKANSAS 72034  PHYLISS FRY, EXECUTIVE DIRECTOR  (501) 329-3891</p>	<p>CLEBURNE</p>
<p>CROWLEY'S RIDGE DEVELOPMENT COUNCIL (CRDC)  2801 FOX MEADOW LANE  POST OFFICE BOX 1497  JONESBORO, ARKANSAS 72403  CHARLES CUNNINGHAM  INTERIUM EXECUTIVE DIRECTOR  (870) 802-7100</p>	<p>CRAIGHEAD  CRITTENDEN  CROSS  GREENE  JACKSON  POINSETT  ST. FRANCIS  WOODRUFF</p>
<p>MID-DELTA COMMUNITY SERVICES, INC.  (M-DCS)  POST OFFICE DRAWER 745  HELENA, ARKANSAS 72342  MARGARET STAUB, EXECUTIVE DIRECTOR  TELEPHONE: (870) 338-6406</p>	<p>LEE  MONROE  PHILLIPS  PRAIRIE</p>

CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
<p>MISSISSIPPI COUNTY, ARKANSAS ECONOMIC OPPORTUNITY COMMISSION, INC. (MCAEOC) 1400 NORTH DIVISION POST OFFICE DRAWER 1289 BLYTHEVILLE, ARKANSAS 72316-1289 SAM SCRUGGS, EXECUTIVE DIRECTOR TELEPHONE: (870) 776-1054</p>	<p>MISSISSIPPI</p>
<p>NORTHCENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC. (NADC) 550 9<sup>TH</sup> STREET POST OFFICE BOX 3349 BATESVILLE, ARKANSAS 72503 LARRY GOODWIN, EXECUTIVE DIRECTOR (870) 793-5765</p>	<p>FULTON INDEPENDENCE IZARD SHARP STONE</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 726021 ROGER RATCHFORD, EXECUTIVE DIRECTOR (870) 741-9406</p>	<p>SEARCY</p>
<p>PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC) 817 CHERRY STREET POST OFFICE BOX 7228 PINE BLUFF, ARKANSAS 71611 BETTY SMITH, EXECUTIVE DIRECTOR (870) 536-0046</p>	<p>ARKANSAS</p>

CONGRESSIONAL DISTRICT 2

AGENCIES	COUNTIES
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 722 GAUNT STREET POST OFFICE BOX 580 BENTON, ARKANSAS 72018 LARRY COGBURN, EXECUTIVE DIRECTOR (502) 315-1121</p>	<p>SALINE</p>
<p>COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA) 707 ROBINS STREET, SUITE 118 PHYLISS FRY, EXECUTIVE DIRECTOR CONWAY, ARKANAS 72034 (501) 329-3891</p>	<p>FAULKNER WHITE</p>
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL 5620 WEST 12<sup>TH</sup> STREET STE 9 LITTLE ROCK, ARKANSAS 72204 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 603-0909</p>	<p>PULASKI</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72602 ROGER RATCHFORD, EXECUTIVE DIRECTOR (870) 741-9406</p>	<p>VAN BUREN</p>
<p>UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST THIRD STREET POST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72801 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (501) 968-5001</p>	<p>CONWAY YELL PERRY</p>

CONGRESSIONAL DISTRICT 3

AGENCIES	COUNTIES
<p>CRAWFORD-SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL, INC. (C-SCDC) 4831 ARMOUR STREET POST OFFICE BOX 4069 FORT SMITH, ARKANSAS 72914 WELDON RAMEY, EXECUTIVE DIRECTOR (501) 785-2303</p>	<p>CRAWFORD SEBASTIAN</p>
<p>OFFICE OF HUMAN CONCERN, INC. (OHC) 506 EAST SPRUCE STREET POST OFFICE BOX 778 ROGERS, ARKANSAS 72757 AL WEST, EXECUTIVE DIRECTOR (501) 636-7301</p>	<p>BENTON CARROLL MADISON WASHINGTON</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72602 ROGER RATCHFORD, EXECUTIVE DIRECTOR (501) 741-9406</p>	<p>BAXTER BOONE MARION NEWTON</p>
<p>UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST THIRD STREET POST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72601 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (501) 968-5001</p>	<p>FRANKLIN JOHNSON LOGAN POLK POPE SCOTT</p>

CONGRESSIONAL DISTRICT 4

AGENCIES	COUNTIES
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 722 GAUNT STREET POST OFFICE BOX 580 BENTON, ARKANSAS 72018 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 315-1121</p>	<p>CALHOUN CLARK COLUMBIA DALLAS HOT SPRING OUACHITA MONTGOMERY PIKE UNION</p>
<p>COMMUNITY SERVICES OFFICE, INC. (CSO) 600 WEST GRAND POST OFFICE BOX 1175 HOT SPRINGS, ARKANSAS 71902 LEON MASSEY, EXECUTIVE DIRECTOR (501) 624-5724</p>	<p>GARLAND</p>
<p>PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC) 817 CHERRY STREET POST OFFICE BOX 7228 PINE BLUFF, ARKANSAS 71611 BETTY SMITH, EXECUTIVE DIRECTOR (870) 536-0046</p>	<p>CLEVELAND JEFFERSON LINCOLN GRANT</p>
<p>SOUTHEAST ARKANSAS COMMUNITY ACTION CORPORATION (SEACAC) 1208 MYRTLE STREET POST OFFICE BOX 312 WARREN, ARKANSAS 71671 LARRY HENDERSON, EXECUTIVE DIRECTOR (870) 226-2668</p>	<p>ASHLEY BRADLEY CHICOT DESHA DREW</p>

# CONGRESSIONAL DISTRICT 4

AGENCIES	COUNTIES
<p>SOUTHWEST ARKANSAS DEVELOPMENT COUNCIL (SWADC) 3902 SANDERSON LANE TEXARKANA, ARKANSAS TOM LOCKARD, EXECUTIVE DIRECTOR (870) 773-5504</p>	<p>HEMPSTEAD HOWARD LAFAYETTE LITTLE RIVER MILLER NEVADA SEVIER</p>

# PRODUCTION SCHEDULE

**U.S. Department of Energy**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

OMB Control No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Grant #: 841      Amendment: \_\_\_\_\_      State: AR      Program Year: 2007

Budget Period: 2007

**II.3 Subgrantees**

Grantee	City	Tentative	
		Funding*	Units*
BRAD	Pocahontas	\$ 60,191	19
CADC	Benton	349,000	107
CAPCA	Conway	88,896	27
CRDC	Jonesboro	228,719	70
C-SCDC	Fort Smith	78,748	24
CSO	Hot Springs	40,903	13
MCAEOC	Blytheville	40,107	12
M-DCS	Helena	86,846	27
NADC	Batesville	97,606	30
OHC	Rogers	153,740	47
OOI	Harrison	119,785	37
PB-JCEOC	Pine Bluff	118,287	36
SEACAC	Warren	101,621	31
SWADC	Texarkana	137,651	42
UHDC	Russellville	183,888	56
<b>Totals</b>		<b>\$1,885,988</b>	<b>578</b>

\* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

**II.4 Production Schedule**

<b>Number of Units</b> (Excluding reweatherized)	620
<b>Rewatherized Units</b>	20

Average Unit Costs, including Reweatherization, Subject to DOE Program Rules*	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$60,000
B Units Weatherized	578
C Units Reweatherized	20
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	598
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	100
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations**	\$1,665,708
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	598
H Average Program Operations Cost per Unit (F divided by G)	2,785
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	100
J Total Average Cost per Dwelling (H plus I)	2,885

\* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

\*\* Funds for program operations include expenditures described by 440.18(c)(1) through (9).

**U.S. Department of Energy**  
**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant: 841 Amendment:            State: AR Program Year: 2007

Budget Period: 4/1/07 - 3/31/08

**II.5 Energy Savings**

Method used to calculate energy savings: ☐ WAP algorithm: ☐ Other (describe below):

Estimated energy savings (Mbtus): 32,482

Other Energy Savings Method Description

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**II.6 Training, Technical Assistance, and Monitoring Activities**

**Grant Guidance 3/23/07**

**Annual Training Conference 7/19 - 20/07**

**Skills Training 10/4-5/07**

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**II.7 DOE-Funded Leveraging Activities**

N/A

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**II.8 Policy Advisory Committee Members**

Thomas Green, Rita Byers, Al West, Freda Paul

Tom Kyzer, Patricia Atkinson, Susan Reckon, Ashley Bowie

Kelly Lassiter, Jamie Stringfellow, Mark Whitmer

Jane Todd, Lawrence McCullough, Jim Gatchel, Beverly Palmer

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**II.9 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)**

Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran.
01/26/07	Arkansas Democrat-Gazette - 01/12/07

If desired, hearing notes or transcripts may be cut and pasted into this space.

See Attached Transcription

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U.S. Department of Energy  
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: 841 Amendment:            State: AR Program Year: 2007  
Budget Period: 4/1/07 - 3/31/08

II.10 Adjustments to On-File Information

\*Reference the Adjustments to On-File section of Plan

II.11 Miscellaneous

**E N E R G Y   S A V I N G S**

## Energy Savings

An estimate of the amount of energy to be conserved.

The fuel analysis is representative of the typical unit weatherized by each of the subgrantees. The analysis provides the data regarding energy conservation.

DOE PROGRAM	AMOUNT	LINE
Total DOE State Weatherization Allocation	\$2,202,800	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation	\$ 537,092	(b)
Subtract the amount entered in line (b) from Line (a), for total Federal (DOE) funds available to weatherize homes	\$1,665,708	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY2007-\$2,885*)	\$ 2,885	(d)
Total Estimated Homes to be Weatherized	578	(e)
Multiply (e) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from DOE appropriated funds	17,629	(f)
<b>ALL FUNDING SOURCES</b>		
Total funds (e.g., DOE-WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds used by the State to weatherize homes	\$3,875,081	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$ 671,467	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$3,475,081	(i)
State Average Cost per Home or Nation WAP Program Year Average Cost per Home (i.e., PY2007 - \$2885*)	\$ 2,885	(j)
Total Estimated Homes to be Weatherized	946	(k)
Multiply (k) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from all funding sources	28,853	(l)

T R A I N I N G   A N D   T E C H N I C A L  
A S S I S T A N C E   A C T I V I T I E S  
A N D  
M O N I T O R I N G   A C T I V I T I E S

## TRAINING AND TECHNICAL ASSISTANCE

### Milestones

Grant Guidance

March 23, 2007

WAP Annual Training Conference

July 19-20, 2007

WAP Skills Training

October 4-5, 2007

## Monitoring Activities

1. An analysis of the existence and effectiveness of any weatherization project being carried out by a subgrantee.

The Arkansas Weatherization Office analyzes the effectiveness of the State's Weatherization projects through its ongoing monitoring activities.

The monitoring activities of the Arkansas Weatherization Office serve three principle purposes:

- To disclose areas of non-compliance with contract and programmatic regulations.
- To identify technical assistance needs among program personnel, provide training to correct deficiencies, identify and resolve questions about program operations.
- To assure quality workmanship on homes weatherized.

Monthly monitoring activities occur in OCS as staff reviews the monthly reports from the subgrantees. The monitoring lends itself to in-office or desktop review since the fiscal records are readily accessible and financial staff is usually available for consultation.

Before making a monitoring visit, the monitor reviews all reports and requests, and pertinent correspondence from the agency to be visited to get an idea of the agency's performance over a period of several months. The audit for the last contract period and the monitoring reports made previously are also reviewed. Year-to-date statistical data is compiled monthly.

The monitor also reviews the production schedule for each agency based on the Arkansas weatherization allocation formula and compares it to projections and expenditures.

Each subgrantee is monitored a minimum of one time annually, but monitoring may be required more often if requested by the agency or is deemed necessary by the State Weatherization Office.

Monitoring and evaluation activities include:

- a. Review of the office procedures to determine if all systems are functioning according to written procedures,
- b. Review the client intake procedures, i.e., income guidelines and point system,
- c. Review the client files for accuracy and completeness,

- d. Review staffing levels and identify labor problems,
  - e. Review material management controls, check warehouse inventory/tools and equipment,
  - f. Review Financial Management System,
  - g. Review safety issues,
  - h. Make at least one home inspection of completions and/or units in progress per crew, and
  - i. Hold an exit interview with the Program Director and Executive Director, and plan follow-up visits. Following the visit, the monitor files a written report with the Arkansas Weatherization Director and summarizes the findings along with suggested corrective action and comments.
- 1) Two full-time monitors will be involved in regularly monitoring the program. The services of the Division of Finance will be utilized on an as needed basis.
  - 2) Each subgrantee will be monitored a minimum of one time during the year. At least ten percent of the homes weatherized will be inspected by state staff to insure quality control and accountability.
  - 3) Monthly reports, statistical review and monitoring and evaluation instruments are part of the weatherization manual.
  - 4) In addition to the system for resolving problems described, reference the T/TA portion of the state plan which will detail training designed to eliminate problems.
  - 5) Subgrantee performance is evaluated through the monitoring process. Subgrantee performance standards are contained in the manual and the subgrantees are evaluated as to whether they are meeting those standards. Two substandard performance ratings by a subgrantee could result in a public hearing process to determine the adequacy of that subgrantee.

## MONITORING

### Milestones

1. Fifteen subgrantees will be monitored at least once during the program year.
2. At least 10% of the units weatherized will be inspected during the program year.
3. At least 10% of the client files will be inspected for compliance with state and federal regulations.
4. Fiscal and production desk reviews will be conducted monthly.

LEVERAGING ACTIVITIES

### Leveraging Activities - Other Sources

None.

### DOE Funded Leveraging

The state will leverage utility funds and other non-federal funds where possible. However, DOE funds will not be expended in this process.

P O L I C Y   A D V I S O R Y   C O U N C I L

## **Arkansas Policy Advisory Council Meetings**

The PAC will meet on January 26, 2007 for the purpose of holding a public hearing on the 2007 State Weatherization Plan. Others items on the agenda will include the approval of minutes, planned 2007 training and a report on Weatherization Day.

The PAC members are involved in weatherization activities such as training and Weatherization day activities and leveraging funds. Entergy is represented on the PAC and funds some weatherization activities of subgrantees each year. The State Energy Office is represented on the PAC and provides client education material for weatherization clients. Rural Development is represented on the PAC and provides funding to some weatherization subgrantees for housing rehabilitation.

WEATHERIZATION ASSISTANCE PROGRAM  
POLICY ADVISORY COUNCIL MEMBERS

TERM OF SERVICE

<u>NAME/ADDRESS/PHONE</u>	<u>GROUP/ORGANIZATION REPRESENTED</u>	<u>EXPIR. DATE</u>
Thomas E. Green Post Office Box 1437/S330 Little Rock, AR 72203 Phone: (501) 682-8715	Office of Community Services Ex-Officio	N/A
Rita Byers Main Stream 300 South Rodney Parham Rd Ste 5 Little Rock, AR 72205-4774 Phone: (501) 280-0012 FAX: (501) 280-9267 E-Mail: <a href="mailto:ritabyers@yahoo.com">ritabyers@yahoo.com</a>	Elderly and Handicapped	1/08
Al West, Vice Chair Office of Human Concern Post Office Box 778 Rogers, AR 72757 Phone: (501) 636-7301 FAX: (501) 636-7312 E-Mail: <a href="mailto:alwest@ohc.org">alwest@ohc.org</a>	Weatherization Subgrantee CAA Executive Director	1/09
Jim Gatchel Mississippi County, Arkansas Economic Opportunity Commission, Inc. Post Office Box 1289 Blytheville, Arkansas 72316 Phone: (870) 776-1054 FAX: (870) 776-1875 E-Mail: <a href="mailto:Jim2wx@yahoo.com">Jim2wx@yahoo.com</a>	Weatherization Director	1/09
Beverly Palmer Weatherization Director Central Arkansas Development Council Post Office Box 580 Benton, Arkansas 72018 Phone: (501) 315-1121 FAX: (501) 778-9120 E-Mail: <a href="mailto:bpalmer@cadcc.org">bpalmer@cadcc.org</a>	Weatherization Director	1/08

PAC - Term of Service  
Page 2

Mark Whitmer, Chair Crawford-Sebastian Community Development Council, Inc. 4831 Armour Street Post Office Box 4069 Fort Smith, AR 72914 Phone: (501) 785-2303 FAX: (501) 785-2341 E-Mail: <a href="mailto:mwhitmer@cscdcaa.org">mwhitmer@cscdcaa.org</a>	Weatherization Director At Large Position	1/08
Susan Recken AR Department of Economic Development #1 Capitol Mall Little Rock, AR 72201 Phone: (501) 682-7334 FAX: (501) 682-2703 E-Mail: <a href="mailto:srecken@1800ARKANSAS.com">srecken@1800ARKANSAS.com</a>	At Large Position	1/08
Freda Paul Weatherization Director 707 Robins Suite 118 Conway, Arkansas 72034 Phone: (501) 329-3891 FAX: (501) 329-8642 E-Mail: <a href="mailto:freda@capcainc.org">freda@capcainc.org</a>	At Large Position	1/09
Ashley Bowie Crowley's Ridge Development Council, Inc. Post Office Box 1497 Jonesboro, Arkansas 72403-1497 Phone: (870) 935-8610 FAX: (870) 935-0291 E-Mail: <a href="mailto:Ashley@crdcnea.com">Ashley@crdcnea.com</a>	At Large Position	1/08
Tom Kyzer Vice-President of Labor Community Services United Way of Pulaski County Post Office Box 3257 Little Rock, AR 72203 Phone: (501) 376-4567 FAX: (501) 376-7607 E-Mail: <a href="mailto:tkyzer@uwpulaski.org">tkyzer@uwpulaski.org</a>	Civic Groups	1/08

Patricia Atkinson Universal Housing Development Council Post Office Box 846 301 Third Street Russellville, AR 72801 Phone: (479) 968-5001 FAX: (479) 568-5002 <a href="mailto:uhdcpat@cox-internet.com">uhdcpat@cox-internet.com</a>	Housing	1/08
Kelly Lassiter, Manager Customer & Employee Relations CenterPoint/ARKLA P.O. Box 751 Little Rock, AR 72203 Phone: (501) 377-4746 FAX: (501) 377-4725 E-Mail: <a href="mailto:kelly.lassiter@centerpointenergy.com">kelly.lassiter@centerpointenergy.com</a> (This e-mail address has an underscore between first, middle and last name)	Public Utilities	1/09
Jamie Stringfellow ENTERGY 1405 Hwy 62 SW Mountain Home, AR 72653 Cell: 870 866-6005 Home 870 425-5178 E-mail: <a href="mailto:jstring@entergy.com">jstring@entergy.com</a>	Public Utilities	1/08
Jane Todd Public Service Commission Post Office Box C-400 Little Rock, AR 72203 Phone: (501) 682-5988 FAX: (501) 682-5882 E-Mail: <a href="mailto:janie_gray@psc.state.ar.us">janie_gray@psc.state.ar.us</a> (This e-mail address has an underscore between first and last name)	Public Service Commission	1/09
Lawrence McCullough Rural Development USDA Service Center Federal Building, Room 3416 700 West Capitol Avenue Little Rock, AR 72201-3225 Phone: (501) 301-3237 FAX: (501) 301-3290 E-Mail: <a href="mailto:Lawrence.mccullough@ar.usda.gov">Lawrence.mccullough@ar.usda.gov</a> Vacant	Housing         Local Government	1/08

ARKANSAS WEATHERIZATION POLICY ADVISORY COUNCIL

BY-LAWS

ARTICLE I THE COUNCIL

Section 1 - Name

The name of the Council shall be the Arkansas Weatherization Policy Advisory Council (PAC).

Section 2 - Purpose

The purpose of the PAC shall be to promote the full development and utilization of the State's weatherization resources.

Section 3 - Membership

The PAC shall be appointed by the Office of Community Services' Assistant Director in consultation with the State Weatherization Directors and PAC, consistent with federal regulations. Membership shall consist of no more than fifteen members representing the following groups or organizations:

- a. Office of Community Services (ex-officio)
- b. Elderly and Handicapped
- c. Weatherization Subgrantees  
CAA Executive Director  
Weatherization Directors (2)
- d. Local Government
- e. Civic Group
- f. Public Utilities (2)
- g. At-large Positions (4)  
Choose from the following:
  - Financial Institutions
  - Liquid Petroleum Gas Board
  - Health Department Plumbing Inspector
  - Fire Marshall
  - Other
- h. Public Service Commission
- i. Housing (2)

The term of office of PAC members shall be for three years and may be appointed to serve consecutive terms. Appointments shall be made during the regular meeting of the first quarter of the calendar year.

Members missing three consecutive regular meetings without cause, as determined by the total PAC membership, will be replaced at the next regular meeting of the PAC.

#### Section 4 - Authority

The PAC shall serve in an advisory capacity and will function as follows:

- a. approve the state plan;
- b. serve as a resource to secure additional funds for the State's Weatherization Assistance Program;
- c. make recommendations on the appropriate use of funds obtained from sources other than the Department of Energy;
- d. make policy recommendations;
- e. conduct the Public Hearings on the state plan; and
- f. network with other Weatherization PACs in the country.

## ARTICLE II

### OFFICERS

#### Section 1 - Officers

The officers of the PAC shall be the Chairperson and Vice Chairperson.

#### Section 2 - Nomination of Officers

The Nominating Committee shall present a slate of officers in advance of the voting meeting. Additional nominations may be made from the floor. From this slate, the nominee receiving the majority vote shall be the officer.

#### Section 3 - Election and Term of Office

- A. The officers shall be elected at the first regular meeting of the calendar year and assume their duties at the next meeting. They shall serve for one year or until their successors are elected.
- B. Voting for officers shall be by written ballot unless the candidate has no opposition and then it may be by unanimous motion.

#### Section 4 - Duties

Chairperson: The Chairperson shall preside at all meetings of the PAC and perform all such services as are usually performed by the Chairperson of an organization and shall perform such duties as may be requested by the PAC and shall be ex-officio member of all committees except the Nominating Committee.

Vice Chairperson: The Vice Chairperson shall discharge the duties of the Chairperson in the absence of the Chairperson or in the event of his inability to act.

### ARTICLE III PAC MEETINGS

#### Section 1 - Regular Meetings

The PAC shall meet on the fourth Tuesday of the third month of each quarter or at other times as specified by the Chairperson.

#### Section 2 - Special or Called Meeting

The Chairperson may call special meetings of the PAC as required. Upon receipt of written request from a majority of members of the PAC, the Chairperson shall call a special meeting of the PAC to convene within ten days.

#### Section 3 - Quorum

Five members of the PAC shall constitute a quorum for the transaction of business.

#### Section 4 - Voting

All actions of the PAC shall be determined by a majority vote of the members present and voting, except the adoption and amendment of the By-laws which shall be by a two-thirds vote of the members present. Proxy voting shall be allowed by persons authorized to attend and represent a member of the PAC.

#### Section 5 - Order of Business

The Chairperson and the Assistant Director of the Office of Community Services or designee shall be responsible for ordering the business of the PAC.

#### Section 6 - Rules

Robert Rules of Order shall govern the procedures of the PAC.

### ARTICLE IV COMMITTEES

Section 1 - Committees may be established by the PAC as requested, to deal with specific issues. Members shall be designated by the Chairperson.

## ARTICLE V

## BY-LAWS AMENDMENT PROCEDURES

### Section 1 - By-Laws Amendment Procedures

The By-laws may be amended at any regular meeting of the PAC by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing and made available to all members at least two weeks prior to the meeting at which a vote is taken.

H E A R I N G S   A N D   T R A N S C R I P T S

STATE: Arkansas

REGULATION REFERENCE: 440.14

DATE ADOPTED: 04/01/96

REVISED DATE: \_\_\_\_\_

POLICY/PROCEDURES DOCUMENTATION

SUMMARY OF REQUIREMENT: Conduct Public Hearings throughout the state.

POLICY/PROCEDURE:

A draft of the State Plan and Installation Procedures are published prior to the hearing and held open for comment after the hearing. A Notice of Public Hearing is published in the statewide newspaper at least two weeks prior to the hearing.

The State Plan and Installation Procedures are, also, promulgated through the Arkansas Administrative Procedures Act which requires that rules be published for review at least 30 days, filed with the Secretary of State, filed with the State Library, and the Arkansas Legislative Council to hold a public hearing on the rule. In addition, the State Plan and Installation Standards are filed with the State Clearinghouse.

The State plan implemented the new field guide as of 4/1/03.

BEFORE THE ARKANSAS WEATHERIZATION POLICY ADVISORY COUNCIL

IMAX THEATER CONFERENCE ROOM  
3301 ROOSEVELT ROAD  
LITTLE ROCK, AR 72206  
JANUARY 26, 2007  
10:00-10:15 A.M.

**IN THE MATTER OF:**

**WEATHERIZATION ASSISTANCE PROGRAM PUBLIC HEARING**

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**APPEARANCES:**

MR. MARK WHITMER	CHAIR
MS. JOY HAYES	SECRETARY
MS. RITA BYERS	PAC MEMBER
MS. FREDA PAUL	PAC MEMBER
MS. PAT ATKINSON	PAC MEMBER
MR. JAMES GACHEL	PAC MEMBER
MS. BEVERLY PALMER	PAC MEMBER
MS. JAMIE STRINGFELLOW	PAC MEMBER
MS. SUSAN RECKEN	PAC MEMBER
MS. MAE BISHOP,	STATE WEATHERIZATION PROGRAM MANAGER,
ARKANSAS OFFICE OF COMMUNITY SERVICES,	DHHS

**PUBLIC ATTENDEES:**

SUE GACHEL	STEVE WHITTAKER
DORIS WRIGHT	ROSE ADAMS
PHYLISS FRY	TROY BRANSCUM
GREG WOODARD	CANDY ROMAN
GREG IRWIN	SAM SCRUGGS
JOHN BATES	WILLIAM TAFT WILSON
KENNY GUNN	BRENET SMITH
RUSSELL HOOKS	DAN KIRKPATRICK
LOYD COLLINS	BETTY SMITH
LARRY PALMER	
JOY HAYES,	SECRETARY

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## **EXHIBITS**

No Exhibits.

## P R O C E E D I N G S

**CHAIRMAN WHITMER:** Let's call the meeting to order. I want to welcome everyone to the 2007/2008 Public Hearing on the Arkansas Weatherization Assistance Program. As we always do, we have a public hearing up-front, a short break, and then go into the PAC meeting. I would like to ask everyone if you would put your cell phones and pagers on vibrate or turn them off. And if you have any questions during the public hearing portion, just stand up, state your name, give your address or the agency you represent. That way the Reporter can have it for a public record. With that, I'm going to turn it over to Mae Bishop.

**MS. BISHOP:** Good morning. As stated, my name is Mae Bishop. I am the Weatherization Program Manager at the Arkansas Office of Community Service at the Department of Health and Human Services. My purpose here today is to conduct a public hearing on the 2007 Weatherization Assistance Program State Plan.

The Department has proposed an allocation of \$2,202,800 from the United State Department of Energy and \$400,000 from the Home Energy Assistance Program. No carryover is estimated this program year.

Grantees are expected to achieve a rate of production and expenditures that will result in all weatherization funds being spent by the end of the year. The guidelines require the State to submit an application consisting of an annual file and a master file. The master file is updated as appropriate. There possibly may be some changes in reporting requirements if there are changes required by the Department of Energy.

Training and technical assistance will be provided in the following areas as needed: Management and Administration, Basic Skills, Contract Training, Consumer Education, Leveraging, Rules and Regulations, National Energy Audit, Mobile Home Energy Audit, and Management Information System.

The following trainings have tentatively been scheduled: Grant Guidance, March 23, 2007; Annual Training Conference, July 19-20, 2007; Skills Training, October 4-5, 2007.

Training needs are determined as a result of monitoring visits and monthly reports. Attendance of appropriate subgrantee personnel is encouraged at all trainings. The effectiveness of training will be evaluated annually.

The State compares productivity by use of monthly reports. These reports are compiled and shared with subgrantees annually. It is estimated that 66 percent of training and technical assistance funds will be used for monitoring activities. Other funds will also be used for monitoring activities.

Weatherization services will be provided in all 75 counties in Arkansas by 15 subgrantees.

Funds for Indian tribes are taken from State allocations. However, Arkansas has no Indian tribes at this time.

Approximately 578 units will be weatherized with Department of Energy funds, and approximately 126 units will be weatherized with Home Energy Assistance Program funds. The State is requiring a minimum of a 30 percent average to be used for materials.

The State is requiring use of the blower door on all units

weatherized. Subgrantees receiving less than \$350,000 will receive 10 percent of United States Department of Energy funds for administration. Home Energy Assistance Program funds are limited to five percent for administration.

The State proposes using up to \$63,000 for leveraging; up to \$10,000 for crisis relief; and up to \$40,000 for Pollution Control Insurance from the Home Energy Assistance Program. Funds will be used to weatherize houses if not expended for leveraging, crisis relief, and pollution control insurance.

Children are included in the priority system. Children are defined as dependants under the age of 18 who are full-time students in a secondary school or equivalent technical or vocational training who may be reasonably expected to complete the program before reaching the age of 19.

The financial budget, liability insurance, and health and safety will continue to be separate budget categories.

Program income is defined as any funds earned from non-federal sources during the course of performing weatherization work. The income generated must be used to complete additional houses in accordance with program rules. Each subgrantee is required to have a policy on procurement of building insulation products and materials containing recovered materials in compliance with federal and state requirements.

All low-income Weatherization Assistance Program subgrantees completing renovation work on pre-1978 housing are subject to the provisions of a federal regulation that requires them to give a notification to the occupants of the housing about the potential

hazards of lead paint and lead paint dust. This notification applies to all entities who do renovation work and is required when more than two square feet of lead surfaces will be disturbed on the outside of the house during weatherization work. The renovators are required to give occupants a copy of the Environment Protection Agency booklet "Protect Your Family From Lead in Your Home" at least seven days prior to the start of work. This requirement applies only to those homes covered by the Environmental Protection Agency rule.

A house may be reweatherized if it was previously weatherized prior to September 30, 1993.

The State will continue to have a Policy Advisory Council as opposed to having a commission as authorized.

The Department of Energy has authorized replacement of refrigerators and electric water heaters under certain conditions. The maximum average per unit for 2007 will be \$2,885. The Health and Safety plan includes mold and mildew. This includes a training plan, client certification, walk-away policy, and checklist.

The Arkansas Department of Health and Human Services is in compliance with Titles VI and VII of the Civil Rights Act and operates, manages and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, or national origin. If you need your state plan material in a different format, such as large print, contact our Americans with Disabilities Act coordinator at (501) 682-8922 or (501) 682-8933 TDD.

Written comments may be submitted by 4:30 p.m. on March 15 to: Thomas E. Green, Assistant Director, Office of Community Services, P.O. Box 1437, Slot S330, Little Rock, Arkansas 72203-1347.

This ends the public hearing. Are there any public comments regarding?

**CHAIRMAN WHITMER:** Do we have any comments? I've got one comment to make. I'm Mark Whitmer, CSCDC. If you could go back and look where you were talking about the lead paint, I really thought you said a "two square foot house" size. I could be wrong.

**MS. BISHOP:** Okay. I did say "two."

**MS. WRIGHT:** Ms. Mae, I believe you said 1337 is our P.O. It's 14.

**MS. BISHOP:** Our address is P.O. Box 1437, Slot S330. Right. And it's 20 square feet.

**MS. WRIGHT:** Right.

**MS. BISHOP:** Thank you. Are there any more comments?

**CHAIRMAN WHITMER:** If there's no more comments, we're going to close the public hearing. Let's take about a 15-minute break and reconvene at 10:30 and we'll go into the PAC meeting at that time.

**(THE PUBLIC HEARING WAS CONCLUDED AT 10:15 A.M.)**

C E R T I F I C A T E

STATE OF ARKANSAS     )  
COUNTY OF PULASKI    )

I, SHARON K. HILL, CCR, a Certified Stenomask Reporter before whom the foregoing meeting was taken, do hereby certify that the same is a true and correct transcription of proceedings before the Arkansas Weatherization Policy Advisory Council, in the matter of the Weatherization Assistance Program Public Hearing, in Little Rock, Arkansas, on January 26, 2007; that the said meeting was reduced to typewritten form by me or under my direction and supervision; and that the foregoing pages constitute a true and correct transcription of all proceedings had in said matter.

I FURTHER CERTIFY that I am neither counsel for, related to, nor employed by any of the parties to the action in which this meeting was taken.

I FURTHER CERTIFY that I have no contract with any parties within this action that affects or has a substantial tendency to affect impartiality, that requires me to relinquish control of an original transcript or copies of the transcript before it is certified and delivered to the custodial agency, or that requires me to provide any service not made available to all parties to the action.

WITNESS, MY HAND AND SEAL, THIS DATE:   JANUARY 26, 2007.

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SHARON K. HILL, CCR  
Certified Court Reporter  
Certificate No. 670

A D J U S T M E N T S  
T O  
O N - L I N E  
I N F O R M A T I O N

The maximum average for FY 2007 is \$2,885 per unit.

The state will use 125% of the poverty guidelines as the eligibility criteria. The Department of Energy definition of income will be used.

M I S C E L L A N E O U S

### Miscellaneous

Energy Audit: Arkansas uses NEAT and will use the mobile home energy audit developed by DOE contract.

Success Stories: Arkansas will report success stories using the DOE prescribed format.

Financial Audits: The State office and each subgrantee has a Single Agency Audit in compliance with Circular A-133.

Reporting: Arkansas will comply with all of DOE's reporting requirements.

A S S U R A N C E S  
A N D  
C E R T I F I C A T I O N S

U.S. Department of Energy  
Assurance of Compliance  
Nondiscrimination in Federally Assisted Programs

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20585.

Arkansas Department of Health and Human Services (Hereinafter called "the Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1977 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to - discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

**Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any

planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

DOE F 1600  
(08/94)

OMB Control No. 1910-0400  
All Other Editions Are Obsolete

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

#### Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1.040.5 (a copy will be furnished to the Applicant upon written request to DOE).

#### Designated Responsible Employee

<u>Bernard Pighee, Administrator</u>	<u>(501) 682-7955</u>
Name and Title (Printed or Typed)	Telephone Number

_____	_____
Signature	Date

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<u>Arkansas Department of Health and Human Services</u>	<u>(501) 682-8715</u>
Applicant's Name	Telephone Number
<u>Post Office Box 1437/S330</u>	_____
Address:	Date
<u>Little Rock, Arkansas 72203-1437</u>	

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Authorized Official:  
President, Chief Executive Officer  
or Authorized Designee

<u>Joni Jones, Director</u>	<u>(501) 682-8377</u>
Name and Title (Printed or Typed)	Telephone Number

_____	_____
Signature	Date

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## CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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Applications should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements or Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

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### F1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract grant loan, or cooperative agreement.
- (2) If any funds other than an Federal appropriated fund have been paid or will be Paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all - subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective Primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining attempting to obtain, or performing a public (Federal State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft forgery, bribery, falsification or destruction of records, making false statements, or receiving go,- property,
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal State or local) with commission of any of the offenses enumerated in paragraph (i) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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### 3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)

- (1) The grantee certified that it will or will continue to provide a drug free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace,
  - (2) The grantee's policy of maintaining a drug-free workplace,
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consisted with the requirements of the Rehabilitation Act of 1973, amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health law enforcement, or other appropriate agency,

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c) (d), (e), and (f).

(2) The grantee may insert in the space provided below the site(s) for the

performance of work done in connection with the specific grant:

Place of Performance.

(Street address, city county, state. zip code)

Office of Community Services  
7th & Main Streets, Pulaski County  
Little Rock, Arkansas 72201

☐ Check if there are workplaces on file that are not identified here

4. Lobbying Disclosure Act of 1995, Simpson-Craig Amendment

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

*Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 10465, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Act I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and better that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

#### ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing possession, or use of a controlled substance in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF THE APPLICANT DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF COUNTY OPERATIONS OFFICE OF COMMUNITY SERVICES	PR/AWARD NUMBER AND/OR PROJECT NAME Low-Income Weatherization Assistance Program
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
JONI JONES, DIRECTOR	
SIGNATURE	DATE

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352      Pending OMB Approval  
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-bottom: 5px;">B</div> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-bottom: 5px;">A</div> <p>a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-bottom: 5px;">A</div> <p>a. initial filing b. material change For Material Change Only: year ____ quarter ____</p>
<p>4. Name and Address of Reporting Entity:</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div><input checked="" type="checkbox"/> Prime</div> <div><input type="checkbox"/> Subawardee Tier, if known</div> </div> <p>Arkansas Department of Health and Human Services Division of County Operations Office of Community Services Post Office Box 1437/Slot S330 Little Rock, Arkansas 72203-1437</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p style="text-align: center;">N/A</p>
<p>6. Federal Department/Agency:</p> <p>U. S. Department of Energy</p>	<p>7. Federal Program Name/Description: Low Income Weatherization Assistance Program</p> <p>CFDA Number, if applicable: 81-042</p>	
<p>8. Federal Action Number, if known: DEFG44-02R410841</p>	<p>9. Award Amount, if known: \$2,202,800</p>	
<p>10.a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p> <p style="text-align: center;">N/A</p>	<p>b. Individuals Performing Services (including address if different from No. 10A) (last name, first name, MI):</p> <p style="text-align: center;">N/A</p>	
<div style="display: flex;"> <div style="width: 45%;"> <p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each.</p> </div> <div style="width: 55%;"> <p>Signature: _____</p> <p>Print Name: <u>Joni Jones</u></p> <p>Title: <u>Director</u></p> <p>Telephone No. <u>(501) 682-8377</u> Date: _____</p> </div> </div>		
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>



U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE

FINANCIAL ASSISTANCE PRE-AWARD INFORMATION SHEET

Grantee: Arkansas Office of Community Services

Grant No.: DEFG44-02R410841 Amendment No.:

A. INTELLECTUAL PROPERTY

- ( ) A university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 USC 501(c)) and exempt from taxation under Section 501 (a) of the Internal Revenue Code (26 USC 501 (a)); or
- ( ) An organization of the type described in Section 501(c)(4) of the Internal Revenue Code of 1954 (26 USC 501(c)) and exempt from taxation under Section 501 (a) of the Internal Revenue Code (26 USC 501(a)); or
- ( ) A nonprofit scientific or educational organization qualified under a State nonprofit organization statute. Please identify the statute.
- ( ) A small business concern as defined at Section 2 of Public Law 85-536 (15 USC 632) and implementing regulations of the administrator of the Small Business Administration.
- (X) None of the above.

Recipients who have checked NONE OF THE ABOVE have the right to request, in advance or within 30 days after execution of the grant, in accordance with applicable statutes and DOE Procurement Regulation (9.9109-6) a waiver of all or any part of the rights of the United States in Subject Inventions. If the grantee intends to request a waiver to such invention rights pursuant to DOE PR 99.109-6, please indicate:

- ( ) I intend to request an advance waiver in accordance with DOE PR 9-9.109-6.
- (X) I do not intend to request an advance waiver.

A.2. RIGHTS IN PROPOSAL DATA

It is DOE policy for a grant award based on a proposal that, in consideration of the award, the Government shall obtain unlimited rights in the technical data contained in the proposal unless the grantee marks those portions of the technical information which he asserts as "proprietary data" or specifies those portions of such technical data which are

not directly related to or will not be utilized in the work to be funded under the grant. Accordingly, please indicate:

- (X) No restrictions on Government rights in the proposal technical data; or
- ( ) The following identified technical data is proprietary or is not directly related to or will not be utilized in the work to be funded under the grant:

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### A.3 IDENTIFICATION OF TECHNICAL DATA WHICH IS PROPRIETARY

The Rights in Technical Data clause proposed to be used for this grant may not permit the utilization of proprietary data in the grant work or, if the use of proprietary data is permitted, may not be adequate to meet programmatic requirements. Use of data which is proprietary may, prevent you from meeting, the data requirements of the grant (including delivery of data). Your attention is particularly drawn to the use of LICENSED COMPUTER SOFTWARE.

Please indicate that you have reviewed the requirements in the technical scope of work and to the best of your knowledge:

- (X) No proprietary data will be utilized in the grant work.
- ( ) Proprietary data as follows will be utilized in the grant work:

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- ( ) No LICENSED COMPUTER SOFTWARE will be utilized in the grant work.
- (X) LICENSED COMPUTER SOFTWARE as follows will be utilized in the grant work:

Microsoft Word for Windows, Windows XP, Microsoft Office 2003, Excel, and Word Perfect

### B. TYPE OF BUSINESS (IF NOT SPECIFICALLY IDENTIFIED IN SECTION A. 1. OF THIS PRE-AWARD INFORMATION SHEET)

The Recipient is a:

- ( ) Individual
- ( ) Partnership
- (X) State or Local Government

( ) Joint Venture

C. SOCIAL SECURITY NUMBER (SSN)

If the Recipient does not have an Internal Revenue Service (IRS) assigned Employer Identification Number (EIN), Grantee SSN is \_\_\_\_\_ . (See block 5 of Grant Application, Standard Form 424.)

D. DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER)

Grantee DUNS Number is 02-4720901 . For assistance in obtaining a DUNS Number, call DUNN & Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information to DUNN & Bradstreet:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

E. CIVIL RIGHTS REQUIREMENTS

In accordance with 10 CFR 1040, the recipient is required to appoint a person as the Affirmative Action Officer to be responsible for Civil Rights matters. The person you appoint should be knowledgeable of 10CFR 1040, Nondiscrimination in Federally Assisted Programs. You are also responsible for prominently displaying reasonable numbers of Civil Rights posters at your facility. A copy of 10 CFR 1040 can be found at [www.pr.doe.gov/1f040\\_toc.html](http://www.pr.doe.gov/1f040_toc.html) and the poster at [www.eren.doe.gov/golden/paf.html](http://www.eren.doe.gov/golden/paf.html). Copies can also be obtained from your awarding DOE office.

Doris Wright has been appointed as the Affirmative Action Officer and has familiarized himself/herself with 10 CFR 1040. DOE Civil Rights posters have been displayed prominently and in reasonable numbers at our facility.

Organization Name Office of Community Services Phone: (501) 682-8729  
and address P.O. Box 1437/Slot S330 Fax: (501) 682-6736  
Little Rock, Arkansas 72203 E-mail: [Doris.Wright@arkansas.gov](mailto:Doris.Wright@arkansas.gov)

I certify that the above information is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Joni Jones, Director

Name and Title of Authorized Representative